

CHAPTER 3  
COMMISSION ESTABLISHED  
[Prior to 5/20/87, see Aging, Commission on the[20] Ch 2]

**321—3.1(231) Designation.** The commission of the department of elder affairs is established in accordance with Iowa Code sections 231.11, 231.12, and 231.13.

**321—3.2(231) Meetings.**

**3.2(1) Meeting schedule.** The commission shall meet on the third Friday of odd-numbered months with the following exceptions:

- a. When a quorum of members will not be present; and
- b. By majority vote of the commission.

**3.2(2) Quorum.** A quorum shall consist of two-thirds of the voting members of the commission.

**3.2(3) Notice.** Advance notice of time, date, place, and tentative agenda of each meeting of the commission shall be given at least ten days before each meeting, except for an emergency meeting, in a manner reasonably calculated to apprise the public of that information, in compliance with Iowa Code section 21A.4. Reasonable notice shall include advising the news media which have filed a request for notice with the commission, sending notice to each AAA, and posting the notice prominently at the office location identified under 321—subrule 2.1(2).

**3.2(4) Minutes.** Minutes of each meeting shall be kept in compliance with Iowa Code sections 26.3 and 21.5(4). The minutes of each meeting shall be available for public inspection at the office location identified under 321—subrule 2.1(2).

**3.2(5) Emergency meetings.** The chairperson may call an emergency meeting if for good cause ten days' notice of an emergency meeting is impossible or impracticable. As much notice of an emergency meeting as is reasonably possible shall be given. Notice shall include notification of one or more news media which are generally apprised of commission meetings. The chairperson shall make all reasonable and practical efforts to contact all commissioners, the executive director, and other affected parties, informing them of the time, place and purpose of the meeting. The nature of the good cause justifying the emergency meeting shall be stated in the minutes of the meeting.

**3.2(6) Closed meetings.** All meetings shall be open to the public unless an open meeting is properly closed pursuant to Iowa Code section 21.5.

**321—3.3 Reserved.**

**321—3.4(231) Commission duties and authority.** The commission is the policy-making body of the sole state agency responsible for administration of the Older Americans Act of 1965, as amended. The commission shall, in addition to duties outlined in Iowa Code section 231.14:

1. Serve in a judicial capacity relative to procedures developed by the department;
2. Annually review and approve an affirmative action plan for the department; and
3. Require AAAs to follow procedures established by the department to implement commission policy.

**321—3.5(231) Affiliation of area agency on aging advisory council chairpersons.**

**3.5(1) Composition.** The membership of the affiliation of area agency on aging advisory council chairpersons shall include the chairperson of each area agency advisory council. In the event that the area agency advisory council chairperson is unable to serve, the area agency advisory council vice chairperson shall serve. In the event that the area agency advisory council vice chairperson is unable to serve, the chairperson may appoint a designee.

**3.5(2) Duties.** The duties of the affiliation of area agency on aging advisory council chairpersons include:

- a. Serving as an advocate for older Iowans;
- b. Gathering input from each area agency;
- c. Acquiring information on legislative issues which impact or concern older Iowans;
- d. Obtaining and communicating the views and needs of older Iowans.

These rules are intended to implement Iowa Code chapter 231.

[Filed 5/20/82, Notice 3/17/82—published 6/9/82, effective 7/14/82]  
[Filed 10/19/84, Notice 8/15/84—published 11/7/84, effective 12/12/84]\*  
[Filed emergency 1/11/85—published 1/30/85, effective 1/11/85]  
[Filed 5/1/87, Notice 2/25/87—published 5/20/87, effective 6/24/87]\*\*  
[Filed emergency 8/20/87—published 9/9/87, effective 9/2/87]  
[Filed 2/1/91, Notice 11/28/90—published 2/20/91, effective 3/27/91]  
[Filed 11/3/95, Notice 8/16/95—published 11/22/95, effective 12/27/95]

\*Effective date of 20—2.1(2) and 20—2.5(4)“u” delayed 70 days by the Administrative Rules Review Committee.

\*\*Effective date of Ch 3 delayed 70 days by the Administrative Rules Review Committee.